

## EXHIBIT 4-D

### SAMPLE TSEP PROJECT PROGRESS REPORT

NAME OF TSEP RECIPIENT: Town of Sunrise  
GRANT CONTRACT NUMBER: #MT-TSEP-93-00  
DRAWDOWN NUMBER: 3  
TOTAL REQUESTED: \$86,730  
DATE: 8/23/94

#### **Administration: Amount Requested \$7,750**

The funds requested for administrative costs in this drawdown are for the following tasks:

1. Legal services for preparation and legal review of contract with construction contractor, invoice dated 6/22/94 - \$450
2. Labor costs for time spent by Sue Curtis, City Clerk, 6/7/94 through 7/31/94, 50 hours, setting up filing and accounting systems for project - \$500 (Note: time sheets are on file in City Clerk's office)
3. Travel expenses for two City officials to attend TSEP project administration workshop, 2 days travel, meals \$100 and rooms \$150 - \$250
4. Misc. office expenses and supplies (MS Word software) - \$50
5. Consulting services for time spent by the TSEP Project Manager setting up project files and accounting system, invoice dated 6/4/94 - \$1,000
6. Consulting services for time spent by the TSEP Project Manager preparing drawdown requests and progress reports, meeting with the Nick Rich, TSEP liaison, when monitoring project, conducting prevailing wage compliance employee interviews, and on-site meetings with the engineer and contractor to discuss and monitor project construction - \$5,000 (See attached invoice dated 6/24/94)
7. Loan fees to set up TSEP loan through the DNRC - \$600

#### **Activity: Amount Requested \$78,980**

The funds requested for activity costs in this drawdown are for the following tasks:

1. Payment of \$50,000 to XYZ Construction Company for work on the water lines (See attached invoice dated 6/23/94).
2. Reimbursement for engineering services and inspections to Engineering Plus - \$6,000 (See attached invoice dated 6/17/94)
3. For payment of 1% Montana contractors tax (for the XYZ Construction Co.

- invoice) - \$500
4. Service connections - \$14,080 (See attached documentation).
  5. Labor costs for time spent by Jim Davis, City Engineer, 6/24/94 through 7/31/94, 75 hours, reviewing engineering plans and inspecting work progress - \$1,000 (Note: time sheets are on file in City Clerk's office)
  6. Labor costs for time spent by Kim Anderson, City laborer, 6/24/94 through 7/31/94, 20 hours, excavating service connections - \$400 (Note: time sheets are on file in City Clerk's office)

### **Overall Project Status (Both Administration and Construction):**

Since the last drawdown, an additional 3,000 linear feet of water line has been installed, inspected and covered for a total of 15,000 feet to date. Another 1,500 feet will be installed in the next month. Eighty new service connections have been completed since the last draw for a total to date of 100. The remaining 15 connections will be completed after the next 1,500 feet of water line is installed. Ninety percent of the water lines have been completed and 95 percent of all of the service connections have been completed.

None of the 12 fire hydrants have been installed to date. Installation will begin next month.

Construction has not yet started on the water tank or modifications to the treatment building. Acquisition of the land for the water tank will be completed this month, which is about a month behind schedule because of court appeals. Construction of the tank will begin as soon as possible next month. Construction costs are expected to increase by \$7,000 as a result of this delay and we plan to move that amount from the TSEP portion of the engineering budget, which is expected to be less than originally anticipated.

The majority of the project, with the exception of the water tank, is on schedule. The entire project is about 35 percent finished.

A cave-in occurred during the trenching of 5th Street. There were no injuries or fatalities. OSHA was notified. The project was shut down for two days while the accident was being investigated. It was determined that improper trenching procedures were being utilized and the problems were corrected before work resumed. No action was taken by OSHA other than to correct the problem.

A grant/loan was received from DNRC totaling \$100,000. The entire amount will be used to extend water lines to the south along the highway. This was not in the original scope of the project. This will require an additional month of construction,

but the project should still be completed late this summer.